

# Comparisons of Job Characteristics

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Specialists (13-1071)**

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 70

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Specialists (13-1071)**

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Personnel and Human Resources	5.6	18.7	6.0	<<	Extensive education and/or training may be required
English Language	11.2	16.2	11.9	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	16.0	14.7	0	Current knowledge level may be sufficient
Clerical	7.3	13.3	20.8	>>	Current knowledge level is likely more than sufficient
Sales and Marketing	5.2	11.4	2.3	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 92

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Specialists (13-1071)**

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Speaking	10.8	14.0	11.0	<<	Extensive development of skills in this area may be required
Reading Comprehension	10.7	13.8	11.5	<	A higher skill level may be required
Active Listening	11.0	13.7	11.5	<	A higher skill level may be required
Social Perceptiveness	9.1	11.6	8.6	<<	Extensive development of skills in this area may be required
Service Orientation	7.9	10.8	8.7	<	A higher skill level may be required
Management of Personnel Resources	6.9	9.1	5.6	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Human Resources Specialists (13-1071)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	14.9	12.2	<	Some improvement in abilities may be required
Oral Expression	12.4	14.8	11.6	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	13.4	10.4	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	13.0	10.7	<	Some improvement in abilities may be required
Written Expression	9.8	12.9	9.8	<<	Extensive improvement in abilities may be required
Speech Recognition	9.9	12.8	10.3	<	Some improvement in abilities may be required
Near Vision	11.1	11.8	10.0	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 56
<b>Focus Occupation: Office Clerks, General (43-9061)</b> <b>Associated Occupation: Human Resources Specialists (13-1071)</b>		
Work Activities	Exclusivity of Activity	
Fill out business or government forms	42	
Maintain job descriptions	78	
Maintain records, reports, or files	5	
Obtain information from individuals	24	
Prepare or maintain employee records	69	
Provide customer service	14	
Use computers to enter, access or retrieve data	3	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 66

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Specialists (13-1071)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.